

03.102 Employee Information and Personal Data.

1. Purpose. To centralize personnel record keeping responsibility and to define the kinds of employee information and personal data that are clearly defined as releasable under the Texas Public Information Act.
2. Policy. The UNT Human Resources Department is responsible for the development and maintenance of a centralized personnel record file for regular employees. Specific employee information and personal data will be maintained as required by federal and state laws and regulations, and for various internal and external reports.
3. Collection and Update of Information. Employee information and personal data is originally collected from each individual at the time of employment. Once a year the UNT Human Resources Department forwards to each regular employee an annual update form that is used to update personal data on each individual. However, an employee is responsible for promptly notifying the UNT Human Resources Department of any change in personal data as follows:
 - a. Legal name, if changed by marriage or otherwise
 - b. Mailing address and/or residence address
 - c. Telephone number
 - d. Marital status
 - e. Number of dependents, for income tax and/or group insurance purposes
 - f. Insurance beneficiary
4. Reference Checks and Employment Verifications. All verbal or written inquires concerning information contained in a current or former employee's personnel file (i.e., dates of employment, reasons for termination, salary, position(s) held, etc.) should be referred to the Human Resources Department. The Human Resources Department is solely authorized to officially disclose this type of information. System employees may provide references/recommendations for current or former employees in accordance with state law and System Administration policy.
5. Disclosure of Employee Information and Personal Data. Only information specified under the Texas Public Information Act that is not of a personal confidential nature, or information authorized by the employee, will be released. Generally, personnel records are considered public under the Act, except information that is deemed confidential according to specific statutes. Other information not considered public under the Act is information deemed confidential under common-law or constitutional privacy law. Information covered

under constitutional privacy law must contain highly intimate or embarrassing facts about a person's private affairs such that its release would be highly objectionable to a reasonable person, and must be of no legitimate concern to the public.

a. Public Information. The following employee information and personal data will be made available to any person upon oral or written request.¹

1. Employee name
2. Sex
3. Ethnicity (i.e., White, Black, American Indian or Alaskan Native, Asian, or Pacific Islander, or Hispanic)
4. Salary
5. Title
6. Dates of employment
7. Home and mailing addresses and home phone numbers, social security numbers, or information that reveals whether the employee has family members, except when an employee has indicated in writing that he does not wish this information to be divulged²

A. Reasons for leaving System employment will be made available to any person upon written request only.

B. The requestor must pay any unusual expense incurred in providing the employee information and personal data.

b. Employee's Right to Personal Data. Present or former employees have the right to review, in the presence of a Human Resources Department staff member, all information relevant to their employment relationship that is in their personnel file.³ This includes information pertaining to and/or anything bearing upon:

1. Qualifications for employment, i.e., letters of recommendation, applications, etc.
2. Employment and its terms, i.e., evaluations of performance, counseling memos, payroll authorizations, etc.
3. Separation from employment, i.e., documents relating to termination of employment, counseling memos, termination statements, etc.

The employee shall be allowed to make copies of the documents, take notes, or add rebuttal statements or information he/she thinks should be on file. Present or former employees may not review information that would invade the privacy of a third party.⁴

- c. Other Requests. The information listed in items a and b are clearly defined as releasable under the Texas Public Information Act. Requests for any other information must be made in writing. The office of the Vice Chancellor and General Counsel will determine whether the information will be given to the requestor. When responding to a request for information, the Human Resources Department will follow the Public Information Act Policy.

REFERENCE:

1. Texas Government Code, Section 552.022 (2)
2. Ibid, Section 552.024
3. Ibid
4. Ibid

